**Locality SEND Processes:**

**Consultation, Extended Support Plan QA and Panel Assessment**

The below process has been designed by locality lead head teachers and Sheffield City Council in order to gain consistency across all localities so that professionals work collaboratively to meet the needs of children and young people with SEND in the most effective way. These processes will support schools and families to ensure quality assurance and consistency when making requests for EHC need assessments.

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| **STAGE 1** |  | **CONSULTATION & QUALITY ASSURANCE OF EXSP:**  **Consultation:**   * To talk about children with high level needs who may require more support * For advice, signposting, review of child’s SSG level, identifying gaps – and how to fill them   **Quality assurance of EXSP:**   * To review Extended Support Plans (EXSP) where an EHC assessment is being considered * Ensure EXSP includes all relevant information * Collectively consider: Have relevant specialists been involved? Has their advice been implemented? Has enough time been given to assess impacts? |  | **WHO IS INVOLVED:**   * SENCOs * Lead SENCO * Educational Psychologist |  | **EVIDENCE THAT NEEDS TO BE BROUGHT BY SCHOOLS:**  **For Consultation:**   * Locality SEND Processes – Stage 1 Consultation form explaining why case is being brought to the meeting * SSGe level * Current provision map * Graduated approach paperwork * Review documentation * Any relevant assessments   **For quality assurance of EXSP:**   * EXSP * Assessments and reports * Review documentation * Provision map * Costings   The school representative or lead SENCO brings paper copies of the above to the meeting – these are not shared in advance. |  | **OUTCOMES:**  **Consultation:**   * Advice and guidance put in place (child may be reviewed by locality consultation or future)   OR   * Child’s case progression to quality assurance of EXSP   **Quality assurance of EXSP:**   * Agree to submit child’s case to locality panel for consideration for request to assess for an EHC needs assessment   OR   * Advice/guidance about what else needs to happen (child’s EXSP may be reviewed again in future) |  | **PAPERWORK COMPLETED:**  **For Consultation:**   * Locality SEND Processes – Stage 1 Consultation form completed at meeting and retained by school   **Quality Assurance of EXSP**   * Stage 1 EXSP Quality Assurance checklist completed at meeting and retained by school (schools to use as evidence if bringing case to Locality Panel (state 2) |
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| If the outcome from Stage 1 is ‘advice and guidance’ then time must be given to see whether this advice and guidance is working before a child or young person’s case is moved to Stage 2 (if this is what is needed).  This should be through the assess-plan-do-review cycle of the My support plan/EXSP. | | | | | | | | | | |

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| **STAGE 2** |  | **LOCALITY PANEL – CONSIDERATION FOR REQUEST TO ASSESS\***  **\***Parental consent must be given before a child/young person’s case is brought to Locality Panel.  This can be given through the school’s privacy notice if it mentions sharing SEND data with the local authority and with other schools through agreed processes.  (This is not needed for stage 1 of the Locality SEND Processes as names are not shared and children are not identifiable). |  | **WHO IS INVOLVED:**   * School bringing the case to Panel * Lead SENCOs * Lead head teacher * Senior Educational Psychologist * SENDSARS locality manager |  | **EVIDENCE THAT NEEDS TO BE BROUGHT BY SCHOOLS:**   * EXSP * Assessments & reports * Provision Map * Costings * Progress information   To be sent to the lead headteacher at least two weeks before the meeting via AnyComms.  Lead head teacher will share with meeting attendees in advance, in line with locality arrangements with AnyComms. |  | **OUTCOMES:**   * Recommend to school that an EHC Needs Assessment is conducted * Recommend to school that an EHC Needs Assessment is not appropriate as evidence suggests the child does not require special educational provision in link with a plan * Advise the school to continue further work at SEND Support to meet the child’s needs |  | **PAPERWORK**   * Stage 2, Panel: Consideration for Request to Assess for EHC Needs Assessment – meeting minutes completed with clear recommendations * These are completed by the Lead Headteacher and shared with SENCOs and the SENDSARS team. (Send to SENDSARS via Anycomms – Locality Panel Documents)   NB:Sending the meeting notes to SENDSARS does not start the EHC Needs Assessment 20 week process. Individual schools still need to make the request to assess. |

**Guidance**

Schools are recommended to follow the above process when seeking additional support to meet the needs of children and young people with SEND within their school. These processes have been designed to encourage collaborative work amongst SENCOs, families of schools, localities, Educational Psychologists and the SENDSARS team in order to achieve greater consistency across Sheffield.

The process is not a statutory one and does not start the 20 week EHC needs assessment process. However, the process is designed to enable schools or parents to gather essential evidence to support a request for a statutory EHC needs assessment.

Sheffield guidance, and a checklist of information that education providers must submit when making a request for an EHC needs assessment, is available on the [Learn Sheffield](http://www.learnsheffield.co.uk/Document-Archive/Inclusion-Taskforce) or [Local Offer website](http://www.sheffielddirectory.org.uk/kb5/sheffield/directory/advice.page?id=1rNIu076E1Y). (Please look under the Inclusion Taskforce section of the Learn Sheffield website for guidance for professionals, and see ‘Education, Health and Care Plans – Statutory processes’).

**Funding**

Please note that from until July 2025, funding decisions for level 4 and level 5 children will be made based on the following pupil funding levels:

* Pupils at Level 4: block funding of £1,000 per pupil
* Pupils at Level 5: block funding of £3,000 per pupil

Funding decisions can be made at stage one, stage two or via a locality funding panel, depending on the arrangements already in place in each locality.

Please contact your locality lead head teacher if you have any questions about the process.